



Updated June 30, 2005

<b>ATTORNEY ISSUES</b>		
TOPICS		
FILING FEE PAYMENTS:	DETAILS	NOTE
For new case filings, appeals, etc.	The payment should be sent to the court as soon as possible	The filing fee can be paid with a major credit card - transaction can be made over the telephone
EMAIL	DETAILS	NOTES
One free look	For each email address: attorneys who are not efilers will get one free look at the document. However, this does not constitute service	Attorneys will receive one notice of electronic filing (NEF) per filing
FORMAT OF DOCUMENTS	DETAILS	NOTES
Page Numbering	Number all pages of the document INCLUDING the exhibits	This will help the court QC the document properly and thoroughly
Exhibits	Exhibits must be named and attached one by one	Each exhibit can't be over 2 megabytes (scanned 40-50 pages or 300-400 pages in text PDF)

Exhibits (with tabs)	Attorneys should not file exhibits with the court with any tabs	Place a dividing page between exhibits with the proper exhibit no. on that dividing page. This will ensure easier scanning
DOCKETING	DETAILS	NOTES
No combination documents (other than motions) will be allowed	Must file document separately	Examples: memorandum in opposition and in support must be filed as two separate documents. If a document is a combination document, attorneys will need to attach the same image to the two separate docketing entries
Docketing motions with multiple parts	Example: motion to compel and to continue	To select from more than one motion, make your first choice from the drop-down list, then press and hold the <b>Ctrl key</b> , and click on each of the desired multiple forms of relief
Docketing pleadings in order	Example: docket the motion before the memorandum in support ie: motion, memorandum in support, affidavit, declaration, etc.	Allows a link to the motion. This is very important. Types of messages you may see: "Refer to Existing Events(?)" or "Select the appropriate event(s) to which your event relates."
Docket in the main case/correct case	Important in consolidated cases	Query the docket sheet for review of correct case, parties, flags, etc. BEFORE docketing any pleading. The main case in a consolidated case will have a LEAD CASE flag

Proposed Documents	Will not be electronically filed, however a proposed document can be attached as an exhibit to the motion for leave to file which would allow the judge to review the proposed document	Can be emailed directly to chambers for review. If a proposed document is submitted to the clerk's office in paper, it will probably be scanned and added to the docket, possibly before the order granting leave to file the document is granted. The best practice is to retain the original of the proposed document in your office until you receive the order granting leave to file
Proposed Order(s) received at the intake counter are stamped with the "Received Date" stamp	Placed in the assigned judge's inbox for review	Processed by the clerk's office
Proposed Order(s) received via email: the attorney(s) will email proposed orders directly to the assigned judge's email box (in a Word Perfect text format for ease of modification by chambers)	Chambers reviews the proposed order, makes any needed modifications and signs the order	Processed by the clerk's office or chambers
Pro Hac Vice Motions and Orders	Attorneys will continue to file motion/orders for pro hac vice in paper with the court and pay the attorney fee	The proposed motion/order will be routed to the judge for signature
Terming deadlines	Some events will have attorney's terming deadlines. If you see a screen asking you to term a deadline, <b>MAKE CERTAIN</b> it is the deadline you need to term	One example would be the "Request for Trial de Novo" This terms the Arbitration Hearing deadline and the Objections to Arbitration Award deadline
Attorney Notice of Hearing	Obtain a hearing date from chambers and include date and time in the docket text	The clerk's office will add the hearing deadline to the case during QC
Extra text	Adding extra text to docket entries	Keep extra text/descriptions to a minimum - no novels allowed :>). The maximum amount allowed is 255 characters

Response in Opposition to Motion	Docket with correct event. Choose Response/Replies	Choose the event entitled Memorandum in Opposition
Response in Support of Motion	Docket with correct event. Choose Response/Replies	Choose the event entitled Memorandum in Support
Other Types of Responses - <b>NOT TO MOTIONS</b>	Choose the correct docketing category	Choose Other Answers/Responses (these are <b>not</b> in response to a motion)
Consolidated Cases	Discussion re: how they will be docketed	Look for LEAD CASE, CONSOLIDATED on docket to ensure entry is made on the correct case
<b>PARTIES</b>	<b>DETAILS</b>	<b>NOTES</b>
Adding parties	Attorneys are not allowed to efile any document that would add a party. The document must be filed in paper with the clerk's office	The clerk's office staff will docket the pleading ie: Complaint, Counterclaim, Crossclaim or 3 <sup>rd</sup> Party Complaint
<b>SEALED FILINGS/EX PARTE</b>	<b>DETAILS</b>	<b>NOTES</b>
Ex Parte Motions (Unsealed)	Choose the "ex parte" description from the drop down list	These documents will NOT be sealed
SEALED Ex Parte Motions	The court will NOT allow attorneys to have sealed access to CM/ECF	Attorneys cannot docket or view any sealed cases or documents. NEFS will not go out in sealed cases or for sealed entries

SEALED Documents	It is the attorney's responsibility to file sealed documents properly with the clerk's office. No sealed documents will be electronically docketed by any attorney or party	The SEALED designation must be clearly visible on the face of the sealed document (place all sealed documents in an envelope with the cover sheet taped around all the edges). The sealed document will be placed in the assigned docket clerk's inbox for scanning, converting to PDF, docketing and processing. The paper copy of the sealed document will be placed in the sealed room. Any sealed orders will be mailed to all counsel/parties via first class mail
REDACTED Documents	If an attorney chooses to file a redacted document, there is a docketing event to allow them to do so	
FILING PAPER DOCUMENTS with Court	The attorneys will docket a "Notice of Conventional Filing"	Examples: oversize exhibits, transcripts, voluminous documents too large to scan
SEALED MOTION vs. MOTION TO SEAL	Sealed Motions are filed on paper with the Court. Motions to Seal another document can be electronically filed and the document would be filed on paper upon the order being granted.	Examples: Sealed Ex Parte Motion - filed on paper with the clerk's office.  Motion to Seal Transcripts - filed electronically and the transcripts would be filed on paper upon the order granting the motion.